YOUSUF SHABBIR

R-55, Gul Houses,
Block-7, Scheme-36,
Gulsitan-e- Johar,
Karachi
Cell +92-334-5216248
yousufshabbir1989@gmail.com

Dear Sir/Madam,

This letter is to introduce myself as a potential candidate for a suitable position in your organization. I am a **Masters In Economics & Finance**, having acquired a diverse and in depth professional work experience at both professional and academic level at reputable organizations.

The qualification I have pursued so far have led to the development of my analytical and professional abilities and enabled me to provide value added services in income taxation and reporting.

At with an opportunity of being involved in multi-tasking JD, which enables me to refine my skills related to taxation at Federal and provincial level.

Currently, I am serving as **Assistant Manager Accounts & Taxation** at **Touch Point (Pvt.) Limited** having served at this position has enhanced my team management, organizational and communication skills, while underlining my ability to take initiative and work with a diverse set of people. Having developed effective interpersonal and presentation skills, I also enjoy working in team environment. My performance over the years is representative of my determination, hard work and goal oriented attitude.

I am looking forward to a career opportunity that commensurate with my skills and qualification and can provide me with a competitive working environment coupled with the opportunity of career growth in the organization. Please find attached resume which further explains my skills and experiences. I would welcome the opportunity to discuss with you personally, how I can best meet the needs and expectations of your organization.

I would like to thank you for your time and kind consideration, and look forward to a positive response from your end.

Regards,

Yousuf Shabbir
Encl: Resume

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YOUSUF KHAN

Address	Residence	R-55 Gul Houses, Block-7, Scheme-36, Gulistan-e-Johar, Main University Road, Karachi
Telephone	Mobile Number	+ 92-334-5216248
E-mail	Personal	Yousufshabbir1989@gmail.com

OBJECTIVE

Seeking a challenging opportunity to demonstrate my organizational skills and educational background and aim for simultaneous achievement of corporate and personal goals in a rewarding global organization offering career growth and professional development.

PROFESSIONAL AND ACADEMIC EDUCATION

Particulars	Institute	Year	Status
CERTIFIED INCOME TAX PRACTITIONER	FEDERAL BOARD OF REVENUE (FBR)	2020	Certified
ICMAP	The Institute of Cost and Management Account of Pakistan (ICMAP)	2019	9 paper cleared
IFRS (diploma certificate)	The Institute of Cost and Management Account of Pakistan (ICMAP)	2022	Certified
Master In Economic and Finance	University of Karachi	2015	Cleared
Bachelors Of Commerce	University of Karachi	2010	Cleared

EXPERIENCE

Touch Point (Pvt.) Limited	***May 2020 to Cont.***
Indus Pharma (Pvt.) Limited	***Sep 2018 to April 2020***
Khan Rice Mills (Pvt.) Limited	***May 2017 to July Sep 2018***
Moochhala Gangat & Co. Chartered Accountants	***Oct 2016 to May 2017***
Faisalabad Oil Refinery (Pvt.) Limited	***July 2015 to Sept 2016***

ASSISTANT MANAGER-ACCOUNTS & TAXATION at TOUCH POINT (PVT) LTD

Achievements:

Presently working as an **Assistant Manager Accounts and Taxation** at **Touch Point (Pvt.) Limited.** My key responsibilities here include :

- *Filling of Income tax return*
- *Filling of Sales Tax Return*
- *SECP related matters*
- *Review the monthly and final accounts;*
- *Induction of auditors and oversee the whole audit engagement and timely resolving the queries raised;*
- *Review the monthly and final accounts;*
- *Income Tax monitoring & Audit Under section 177 & 161 Income Tax ordinance 2001*
- *Preparation of tax calculations and reconciliations according to applicable laws and regulations for filing of monthly Sales Tax Returns to FBR, SRB & PRA;*
- *Analysis of financials and other information for strategic planning & risk analysis;*
- *Sales Tax audit under section 25 & 72 sales tax Act 1990*
- *Identifying and proposing tax planning venues to senior management*

TAX/ACCOUNTS EXECUTIVE at INDUS PHARMA (Pvt.) Limited

Achievements:

Presently working as **Tax/Accounts Executive** at **Indus Pharma (Pvt.) Ltd.** My key responsibilities here include :

- *E-file income tax and sales taxes*
- *Refund sales tax*
- *Make aging report of accounts payable for reporting purpose.*
- *Deal with banks for discounting matters related to exports*
- *Debt Finance planning*

Tax Executive at KHAN RICE MILLS (Pvt.) Limited

Achievements:

Working as **Tax executive** at **Khan Rice Mills (Pvt.) Limited.** My key responsibilities here include:

- *E-file income tax and sales taxes*
- *Supervised the E-filing of annual employee statement and Sales Tax Returns*
- *Refund sales tax*
- *WHT Monitoring & Audit under section 177*
- *SECP related matter*

Tax Executive at MOOCHHALLA GANGAT & Co. Chartered Accountants

Achievements:

Working as **Tax executive** at **Moochhala Gangat & Co. Chartered Accountants.** My key responsibilities here include to deals with the clients of following sectors for tax related matters:

Tax Clients:

- *Textile*
- *Steel Industry*
- *Transportation*
- *Non-Profit Organization*
- *Sugar Industry*
- *Construction*
- *Hospital*

Account Officer at FAISALABAD OIL REFINERY (Pvt.) LIMITED

Achievements:

Working as Account Officer at **Faisalabad Oil Refinery (Pvt.) Ltd.** My key responsibilities here include:

- Recording of sales and account receivables;
- Preparing weekly and monthly report of account receivables;
- Calculation for tax related to sales and account receivables;
- File and ledger maintenance of customers.
- Update recovery department about balances of each customer.

Availability	15 Days' Notice
Date of Birth:	April 22, 1989
Language Proficiency:	English and Urdu
Nationality :	Pakistani
Place of Birth	Kuwait
Geographical Preference:	Willing to relocate and can travel for official assignments

IT, TAX AND OTHER PROFICIENCIES

- E-filling of income tax, sales tax and provincial tax;
- IFRS 16 , IFRS15
- Proficient in **Microsoft Office** applications ,particularly MS Excel, MS Word, and MS PowerPoint;
- User level knowledge of various automated ERP and accounting software such as **Sidat Hyder, Tally9.**

EXTRA CURRICULAR ACTIVITIES

- Actively participated in organizing committee of various school events.
- Actively participated in charity raising campaigns on various events of natural disasters in Pakistan.

REFERENCES	Will be furnished upon request